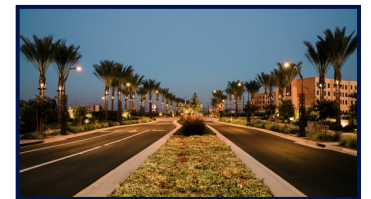
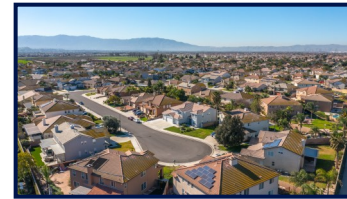




INVITES YOUR INTEREST IN THE POSITION OF



SENIOR ADMINISTRATIVE SPECIALIST



WELCOME TO EASTVALE



Team Eastvale has an incredible opportunity to create a meaningful impact on our community everyday. We take great pride in making Eastvale a destination City in which our community can live, work, play, and connect.

We want to congratulate you on taking this first step in joining this exciting and talented team. At the City of Eastvale, we are passionate about identifying ways to help move and connect people, businesses, and communities so that we can all thrive.

We believe where challenges exist so do opportunities, sometimes we just have to redefine the problem, change our perspective or attitude, create a vision bigger than ourselves, develop our talent and leadership, and create partnerships and empower/engage champions.

Since Eastvale's incorporation in 2010, through the vision of our City Council and the hard work from our City team, the City has seen tremendous and exciting growth. Eastvale began as a humble farming and dairy community that has blossomed to a vibrant cultural and social hub, home to over 73,000 residents, 200 retail businesses, a plethora of dining and entertainment options and yearly events such as EATSvale, EEK!VALE and Miracle on Citrus Street.

We have come so far in a short amount of time, but there is so much more that we can accomplish, together. As we continue to build for tomorrow, today and tell Eastvale's story, we invite you to apply to partner with us as we elevate Eastvale's future!

Sincerely yours,

Team Eastvale



TEAM EASTVALE

The Eastvale Team recently defined our purpose and values:

We champion experiences that engage, excite, and elevate our commUNITY through our:

KINDNESS; selfless concern for all,

GRIT; passion and resilience in everything we do, and

SOLUTIONS-DRIVEN; courageous, creative, and collaborative results

The new purpose and values really define our team and culture in Eastvale and are the basis and foundation of how we make decisions and serve our commUNITY. Team is the single most important thing in any organization, and we have attracted and developed a talented team that is passionate about Exceeding Eastvale's Expectations Everyday.

In Eastvale we have created a Strengths-Based Leadership, Purpose & Values Driven, and People-Serving Team that is continually growing, learning, trying, and doing. We know perfection is the enemy of progress and mistakes are proof that we are trying. Some days we **WIN**, some days we **LEARN**, yet we **ALWAYS TRY** and **GIVE** our **BEST**!

If you are looking for a rewarding career that fosters innovation, creativity, collaboration, self-actualization, and a sense of purpose, we welcome you to apply to be a part of our award-winning team.



5 MILES NORTH OF
ORANGE COUNTY

8 MILES SOUTHEAST
OF LA COUNTY



4

AVERAGE
HOUSEHOLD SIZE



32

AVERAGE AGE



73,000

POPULATION



48,400

DAYTIME
POPULATION



2ND

YOUNGEST
CITY IN CALIFORNIA

THE POSITION

The Senior Administrative Specialist will serve as a key member of the Community Development Department to provide advanced level administrative and organizational support to the Community Development/Public Works Director and provide excellent customer service to department leadership and staff. The individual selected for the position will need to possess a “can do” attitude and “get it done” approach to work in a fast-paced environment while working closely with a talented, energetic, and highly engaged team of City talent.

This position might be perfect for you:

- If you want to make a valuable contribution to the community
- If you are passionate about serving others
- If you want to help define our vision for the future and our ability to thrive, together
- If you want to help build Eastvale's tomorrow, today

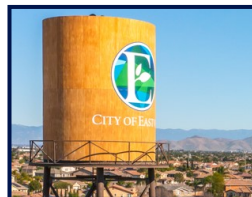
What you will be doing:

- Supporting the Community Development Department in the completion of administrative tasks, furtherance of department initiatives, and support of ongoing projects
- Assisting the departments Cost Recovery project with the reporting of accidents in which the City is able to recoup money for damages

THE IDEAL CANDIDATE

The City of Eastvale is seeking an adaptable and flexible professional with strong administrative and relationship building capability to contribute to the City's Community Development Department. The ideal candidate must have the ability to thrive and achieve in a dynamic, fast-paced, team-centric, environment where the opportunity to leave a strong legacy exists; and must possess and demonstrate many of the following personal and professional attributes

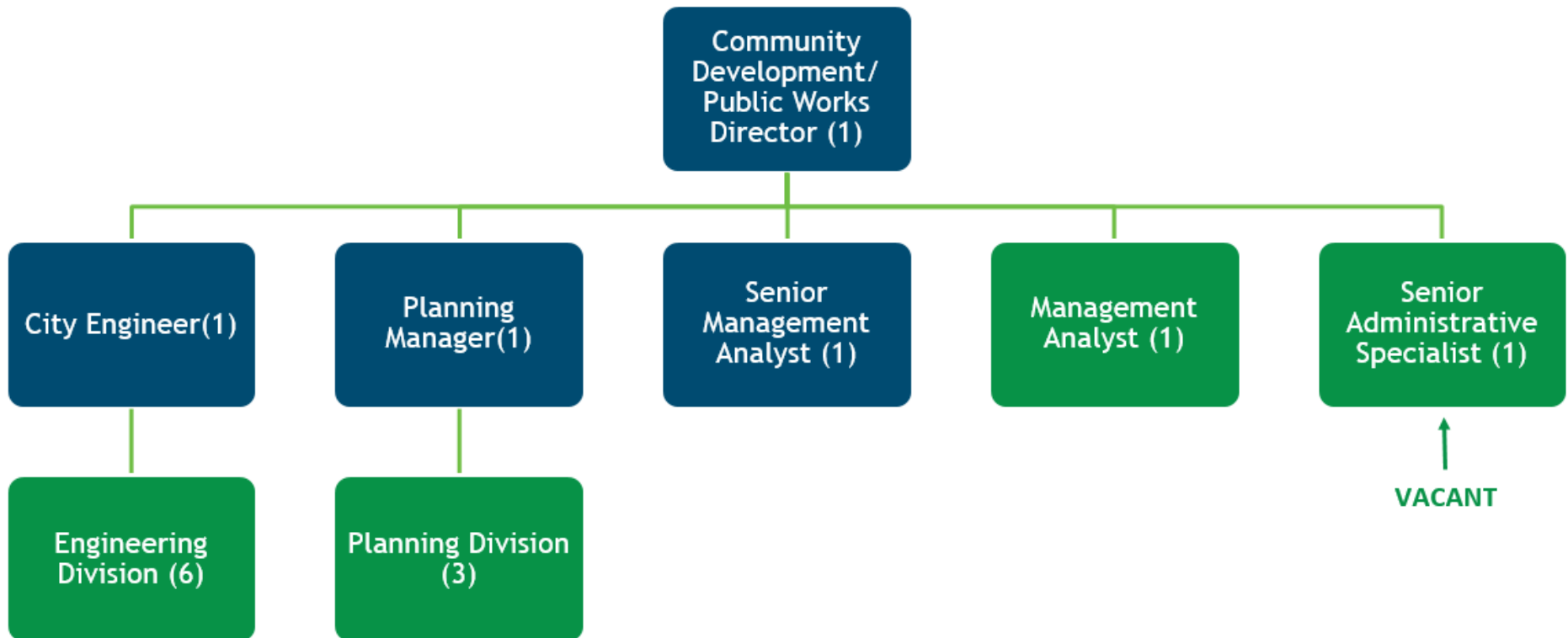
- An energetic and quick learner with a high attention to detail and the ability to perform moderately complex administrative duties to help the department function optimally
- An individual capable of developing collaborative working relationships within the Community Development Department as well as all other City Departments
- An individual with strong project management skills who can stay organized and communicate with individuals at all levels of the organization.
- A champion that demonstrates a proactive, customer focused attitude; who can establish efficiency, effectiveness, and can deliver exceptional customer service to their team
- A professionally mature individual with a strong sense of confidentiality and character with uncompromising ethics and values
- A passionate individual with a sincere commitment to public service and establishing a thriving community



COMMUNITY DEVELOPMENT DEPARTMENT

(15 Full-Time Employees)

The Eastvale Community Development Department encompasses services for Planning, Engineering, Public Works, and Economic Development. The Community Development Department believes in a 360-degree, integrated approach to land use and an attitude of service to build places people love emphasizing, human-scale, sustainable design, livable neighborhoods, vibrant town centers, safe walk-able streets, and public spaces.



COMPENSATION & BENEFITS

The salary range is \$48,122.43-\$67,995.73 annually (2.5% COLA will be provided January 1, 2023). The compensation for this position is dependent on qualifications and experience. In addition, the City offers an excellent benefits package including:

Retirement: The City participates in the California Public Employees' Retirement System (PERS). The employee pays their respective PERS retirement contribution (7% for Classic Members, 6.25% for PEPRAs Members)

- 2% @ 60 for Classic Members
- 2% @62 for Public Employees' Pension Reform Act (PEPRA) Members

Deferred Compensation: A 457(b) Deferred Compensation Plan is available to employees through CalPERS.

Health Benefits: Cafeteria Benefit Package – the City offers a \$1,600 per month cafeteria benefit for full-time employees and a \$800 per month for part-time employees that can be used to purchase medical, dental, and vision premiums, and health and dependent flexible spending programs. Employees have the option to cash-out any monies not used in their monthly cafeteria benefit.

Medical: The City offers various HMO & PPO health plans to choose from through CalPERS.

Dental: The City offers a voluntary dental plan with Principal Financial Group.

Vision: The City offers a voluntary vision plan with Vision Service Plan.

Leave Benefits: The City offers 11 paid holidays per year and receive one floating holiday each calendar year. Management employees receive 80 hours per year. Employees accrue 90 hours of sick leave per year. Vacation is accrued in accordance with tenure ranging from 80 hours per year to 160 hours per year.

Life Insurance and AD&D: Two times annual salary with a minimum of \$100,000

Long Term & Short Term Disability: The City participates in a private sector program through Lincoln Financial Group rather than the State of California's Disability Insurance Program.

Employee Assistance Program: Services include assessments, counseling, and referrals, for additional services to employees with personal and/or work related concerns. Up to six sessions per occurrence.

Work Schedule: Eastvale operates on a 4/10 work schedule with standard working hours of 7:30 am to 5:30 pm Monday through Thursday.

Unfunded Pension Liability: The City has budgeted to pay off Unfunded Pension Liability.

QUALIFICATIONS

The following are the minimum qualifications required for the Senior Administrative Specialist:

Education: Graduation from high school or satisfactory equivalent; completion of college level related courses or completion of a related college degree is highly desirable.

Experience: Three years of increasingly responsible and varied general clerical experience in support of administrative, business and/or operational functions; municipal experience is highly desirable.

For additional information regarding the position, view the job description [here](#).

HOW TO APPLY

To be considered for the position, all candidates must submit a completed City application, cover letter, resume, and a list of professional references [here](#).

Applicants will be evaluated on the basis of relevant training, education, experience and writing skills as presented in the application, resume, cover letter and supplemental questions. The process may include interviews and/or performance tests. A background investigation including, LIVESCAN fingerprinting and verification of previous employment. Applicants will be required to submit verification of the legal right to work in the United States. All employees are required by law to sign a loyalty oath to the United States and the State of California Constitution at time of hire.

This recruitment is open until filled.